



AFLOAT  
Safety Administration  
(3GS)  
Checklist

UPDATED April 2016

**SAFETY REVIEW ITEMS - Safety Administration**

**01. PROGRAM RESPONSIBILITY**

1. (A1A0) HAS A COMMAND PRIMARY OR COLLATERAL DUTY SAFETY OFFICER BEEN APPOINTED BY THE COMMANDING OFFICER (EITHER IN WRITING OR ON THE COLLATERAL DUTY LIST)?

REF: OPNAVINST 5100.19 Series A0203.B(2)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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2. (A1C0) ON SHIPS WITHOUT A PRIMARY DUTY SAFETY OFFICER (NON CVN, LHA AND LHD SHIPS), IS THE COLLATERAL DUTY SAFETY OFFICER OF DEPARTMENT HEAD STATUS AND SENIORITY?

REF: OPNAVINST 5100.19 Series A0203.C

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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3. (A1D0) ON CVN, LHA AND LHD SHIPS, IS THE SAFETY OFFICER ASSIGNED AS A PRIMARY DUTY? IS HE OR SHE OF DEPARTMENT HEAD STATUS AND SENIORITY?

REF: OPNAVINST 5100.19 Series A0203.C

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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4. (A1D1) ON SHIPS WITHOUT A DEDICATED SAFETY DEPARTMENT (E.G., PC, LCS, MCM, FFG, DDG, CG, LPD AND LSD), HAS AN AFLOAT SAFETY MANAGER ASSISTANT (SMA) BEEN DESIGNATED?

-IS THE AFLOAT SAFETY MANAGER ASSISTANT (SMA) AN E-6 OR ABOVE?

REF: VCNO MEMORANDUM (02APR12) SER N09/12U100516

AFLOAT SAFETY ADVISORY 2-12 DTG 221307Z AUG 12

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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5. (A1D2) HAS THE AFLOAT SAFETY MANAGER ASSISTANT (SMA) [IF AN OFFICER] COMPLETED THE AFLOAT SAFETY OFFICER COURSE (A-4J-0020) OR [IF ENLISTED] OBTAINED NEC 9571, SAFETY TECHNICIAN PRIOR TO OR WITHIN SIX MONTHS OF ASSIGNMENT?

NOTE: IF OPERATIONS DO NOT PERMIT THE PROSPECTIVE SMA TO ATTEND FORMAL TRAINING BEFORE ASSUMING THE POSITION, THE SMA MUST COMPLETE THE NAVAL SAFETY SUPERVISOR COURSE (NAVEDTRA14167F) PRIOR TO ASSIGNMENT.

REF: AFLOAT SAFETY ADVISORY 2-12 DTG 221307Z AUG 12

VCNO MEMORANDUM (02APR12) SER N09/12U100516

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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6. (A1I0) DOES THE SAFETY OFFICER MAINTAIN AND ANALYZE NAVOSH RECORDS (INSPECTION/SURVEY REPORTS, INJURY REPORTS, SAFETY HAZARD REPORTS, AND MISHAP STATISTICS) TO DETERMINE TRENDS?

REF: OPNAVINST 5100.19 Series A0203.C (6)

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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7. (A1K0) DOES THE SAFETY OFFICER ENSURE WIDE DISSEMINATION OF SAFETY AND OCCUPATIONAL HEALTH (SOH) INFORMATION? (EXAMPLE: POD NOTES, MAGAZINES, POSTERS, VIDEOS, CCTV, ETC .)

REF: OPNAVINST 5100.19 Series A0203.C (8)

C R NA UA

☐ Repeat

☐ Significant

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8. (A1L0) HAS EACH DIVISION OFFICER APPOINTED AN E-5 OR ABOVE AS THE DIVISION SAFETY PETTY OFFICER?

REF: OPNAVINST 5100.19 Series A0203.E (6)

C R NA UA

☐ Repeat

☐ Significant

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9. (A1N0) IS THE MASTER-AT-ARMS (MAA) FORCE AND ALL ROVING SECURITY PATROLS BEING EFFECTIVELY USED TO IDENTIFY AND REPORT HAZARDS THAT COULD RESULT IN INJURY TO PERSONNEL OR DAMAGE TO EQUIPMENT, AND ENFORCE THE USE OF SAFETY DEVICES AND PROTECTIVE EQUIPMENT?

- ARE HAZARDS NOT CORRECTED ON THE SPOT DOCUMENTED ON A SAFETY HAZARD REPORT?

REF: OPNAVINST 5100.19 Series A0203.F

OPNAVINST 5100.19 Series A0302.B

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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10. (A1P0) HAS THE SAFETY COUNCIL BEEN MEETING AT LEAST QUARTERLY AND ARE MINUTES MAINTAINED (ELECTRONIC OR HARDCOPY) BY THE SAFETY OFFICER? DO THE MINUTES REFLECT THE FOLLOWING:

- REVIEW OF STATISTICS FROM MISHAPS, HAZARD AND INSPECTION REPORTS, SAFETY OR HEALTH RELATED MESSAGES, AND RELATED REPORTS FROM THE MEDICAL REPRESENTATIVE.  
- ESTABLISHMENT OF MISHAP PREVENTION GOALS AND PLANS.  
- ESTABLISHMENT OF PROGRAM IMPROVEMENT PLANS BASED ON MISHAP EXPERIENCE, PROGRAM DEFICIENCIES AND OTHER INFORMATION.  
- REVIEW ISSUES AND RECOMMENDATIONS SUBMITTED BY THE ENLISTED SAFETY COMMITTEE.  
- REVIEW COMPLIANCE WITH ORM IMPLEMENTATION IN ALL APPLICABLE OPERATIONS AND EVOLUTIONS.

REF: OPNAVINST 5100.19 Series A0203.H

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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11. (A1Q0) IS THE COMMANDING OFFICER THE SAFETY COUNCIL CHAIRPERSON? HAS THE COMMANDING OFFICER REVIEWED AND APPROVED THE SAFETY COUNCIL'S MINUTES (INITIALS, SIGNATURE, OR ELECTRONIC RECORD)?

REF: OPNAVINST 5100.19 Series A0203.B (7)

OPNAVINST 5100.19 Series A0203.H

C R NA UA

☐ Repeat

☐ Significant

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12. (A1R0) ARE REQUIRED PERSONNEL IN ATTENDANCE OR ADEQUATELY REPRESENTED AT SAFETY COUNCIL MEETINGS (REFLECTED IN MINUTES OR MUSTER SHEET)?

- CO (CHAIRPERSON)
- CMC/SEA
- SAFETY OFFICER (RECORDER)
- TRAINING OFFICER
- DEPARTMENT HEADS
- MEDICAL OFFICER/MEDICAL DEPT. REPRESENTATIVE
- A SAFETY REPRESENTATIVE FROM EACH EMBARKED UNIT. (IF APPLICABLE)

REF: OPNAVINST 5100.19 Series A0203.H

C R NA UA

☐ Repeat

☐ Significant

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13. (A1T0) HAS THE ENLISTED SAFETY COMMITTEE BEEN MEETING AT LEAST QUARTERLY AND DOES THE SAFETY OFFICER MAINTAIN MINUTES (ELECTRONIC OR HARD COPY)?

REF: OPNAVINST 5100.19 Series A0203.I

C R NA UA

☐ Repeat

☐ Significant

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14. (A1U0) ARE REQUIRED PERSONNEL IN ATTENDANCE OR ADEQUATELY REPRESENTED AT ENLISTED SAFETY COMMITTEE MEETINGS?

- SAFETY OFFICER (CHAIRPERSON)
- DIVISION SAFETY PETTY OFFICERS
- CHIEF MASTER-AT-ARMS
- A SAFETY REPRESENTATIVE FROM EACH EMBARKED UNIT (IF APPLICABLE)

REF: OPNAVINST 5100.19 Series A0203.I

C R NA UA

☐ Repeat

☐ Significant

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## 02. Inspections and Surveys

15. (A2A0) IS DOCUMENTATION AVAILABLE TO SHOW THAT ALL WORKSPACES HAVE BEEN INSPECTED AT LEAST ANNUALLY? (MAY BE CONDUCTED AS PART OF ZONE INSPECTION / DIVISION IN THE SPOTLIGHT PROGRAM / 6300 S-1 AND 6641 A-3 MIP.)

REF: MRC 6300 S-1 AND 6641 A-3

OPNAVINST 5100.19 Series A0302.A

C R NA UA

☐ Repeat

☐ Significant

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16. (A2A01) DOES THE SAFETY OFFICER MAINTAIN WORKSPACE SAFETY INSPECTIONS FOR TWO YEARS?

REF: OPNAVINST 5100.19 Series A0302.A

C R NA UA

☐ Repeat

☐ Significant

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17. (A2A1) IS DOCUMENTATION AVAILABLE TO SHOW THAT SELF-ASSESSMENTS OF ALL SAFETY PROGRAMS APPLICABLE TO THE AFLOAT UNIT HAVE BEEN CONDUCTED AT LEAST ANNUALLY AND THAT THE SAFETY OFFICER RETAINS COPIES OF THE ASSESSMENT RESULTS FOR AT LEAST TWO YEARS? HAS THE SAFETY COUNCIL BEEN BRIEFED BY THE SAFETY OFFICER ON THE RESULTS OF THE SELF-ASSESSMENTS? (NAVAL SAFETY CENTER, ATG, OR INSURV CHECKLISTS MAYBE UTILIZED FOR SELF-ASSESSMENT). SELF-ASSESSMENTS ARE REQUIRED FOR:

- ASBESTOS
- HEAT STRESS
- HAZARDOUS MATERIAL
- HEARING
- SIGHT
- RESPIRATORY PROTECTION
- ELECTRICAL
- GAS FREE ENG
- RADIATION
- LEAD
- TAG-OUT
- PERSONAL PROTECTIVE EQUIPMENT

REF: OPNAVINST 5100.19 Series A0303

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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18. (A2A2) DO DIVISION SAFETY PETTY OFFICERS INSPECT DIVISION SPACES AND SUBMIT SAFETY HAZARD REPORTS ON IDENTIFIED DEFICIENCIES?

REF: OPNAVINST 5100.19 Series A0203.G (1)

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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19. (A2G1) DOES THE COMMAND HAVE AN ACTIVE ZONE INSPECTION PROGRAM AND ARE ALL SPACES INSPECTED AT LEAST QUARTERLY?

REF: COMNAVAIRPAC/LANT INST 4790.1

COMNAVSURFORINST 3120.1 Series

OPNAVINST 3120.32 Series 6.2.12

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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20. (A2H1) IS DOCUMENTATION AVAILABLE TO SHOW THAT DEPARTMENT HEADS ENSURE CORRECTION OF DISCREPANCIES FOR ZONE INSPECTIONS AND SUBMIT A STATUS REPORT ON CORRECTION OF DISCREPANCIES TO THE XO?

REF: COMNAVSURFORINST 3120.1 Series 6.C

OPNAVINST 3120.32 Series 6.2.12.D (5)

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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### 03. Hazard Control and Deficiency Abatement

21. (A3A1) DID THE SAFETY OFFICER EVALUATE ALL SUBMITTED SAFETY HAZARD REPORTS AND PROVIDE AN INTERIM OR FINAL RESPONSE IN WRITING TO THE ORIGINATOR OF THE REPORTED CONDITION WITHIN 10 WORKING DAYS OF REPORT RECEIPT?

REF: OPNAVINST 5100.19 Series A0307.E

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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22. (A3B0) HAS THE 3M COORDINATOR FOWARDED AN ON-BOARD MAINTENANCE MANAGEMENT SYSTEM -NEXT GENERATION (OMMS NG) REPORT (ALL OPNAV FORM 4790/2K'S WITH A BLOCK 15 ENTRY) TO THE SAFETY OFFICER FOR REVIEW?

REF: OPNAVINST 5100.19 Series A0404.B

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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23. (A3D0) ARE INTERIM RESPONSES TO SAFETY HAZARD REPORTS PROVIDED WITH AN EXPECTED DATE FOR A FINAL RESPONSE? IS DOCUMENTATION AVAILABLE TO SHOW THAT THE SAFETY OFFICER APPROVES INTERIM CONTROLS IN EFFECT FOR MORE THAN 60 DAYS?

REF: OPNAVINST 5100.19 Series A0307.E

OPNAVINST 5100.19 Series A0405.A

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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24. (A3D1) DOES THE SAFETY OFFICER EVALUATE ALL SUBMITTED SAFETY HAZARDS REPORTS AND FORWARD REPORTS TO DIVISION OFFICERS FOR CORRECTION OF IDENTIFIED DEFICIENCIES?

REF: OPNAVINST 5100.19 Series A0404.C

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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25. (A3D2) ARE SAFETY HAZARD REPORTS (OPNAV 3120/5) AVAILABLE FOR USE BY ALL HANDS (EITHER HARD COPY OR ELECTRONIC)?

REF: OPNAVINST 5100.19 Series A0307

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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#### 04. Mishap Investigations and Reporting

26. (A5A1) IS THERE DOCUMENTATION TO SHOW THAT THE SAFETY OFFICER INVESTIGATED AND SUBMITTED ALL REQUIRED REPORTS AS REQUIRED IN CHAPTERS 3 AND 5 OF OPNAVINST 5102.1D USING WESS OR WESS-DS?

NOTE: REVIEW ALL ON/OFF DUTY ACCIDENT/INJURIES INCLUDING:

- WORK-RELATED CUMULATIVE TRAUMA DISORDER
- PERMANENT SIGNIFICANT THRESHOLD SHIFT
- NEEDLE STICK OR CUTS CONTAMINATED WITH ANOTHER PERSON'S BLOOD OR POTENTIALLY INFECTIOUS MATERIAL
- HEAT STRESS/COLD INJURIES
- ALL ELECTRIC SHOCKS.
- DOES THIS INFORMATION IN MEDICAL MATCH WITH THE SAFETY OFFICER'S RECORDS?
- REVIEW NAVY UNIT SITREPS AND OTHER DOCUMENTATION.
- VERIFY THAT A WESS REPORT IS AVAILABLE FOR ALL REPORTABLE MISHAPS.
- SUBMIT HAZARD REPORTS WHEN THE ELIMINATION AND CONTROL OF A GIVEN HAZARD HAS COMMUNITY-WIDE IMPLICATION IN REDUCING MISHAPS.

REF: OPNAVINST 5102.1 Series 1005.10.D

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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27. (A5B2) DOES THE SHIP HAVE AT LEAST ONE INDIVIDUAL DESIGNATED (EITHER NAVAL MESSAGE OR ON COMMAND LETTERHEAD) AS THE SAFETY AUTHORITY WITH AN ACTIVE WESS 2 ACCOUNT?

REF: OPNAVINST 5102.1 Series 3007.1B(1)

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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28. (A5D6) HAVE ALL MISHAP REPORTS (WESS, WESS-DS OR SIREP) BEEN SUBMITTED WITHIN 30 DAYS FROM THE DATE OF THE MISHAP?

REF: OPNAVINST 5102.1 Series 3008.2

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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#### 05. Training



29. (A6A0) IS THERE DOCUMENTATION TO SHOW THAT THE SAFETY OFFICER HAS ATTENDED THE AFLOAT SAFETY OFFICER COURSE (A-4J-0020) WITHIN 6 MONTHS OF ASSUMING THEIR DUTIES OR ARE A GRADUATE OF THE SWO DEPARTMENT HEAD COURSE?

REF: OPNAVINST 5100.19 Series A0503.A

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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30. (A6B0) IS DOCUMENTATION AVAILABLE TO SHOW THAT IF THE SAFETY OFFICER DID NOT ATTENDED THE SAFETY OFFICER COURSE OR THE SWO DH COURSE WITHIN SIX MONTHS OF ASSUMING DUTIES THEY COMPLETED THE NAVAL SAFETY SUPERVISOR COURSE (NAVEDTRA 14167)?

REF: OPNAVINST 5100.19 Series A0503.A

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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31. (A6C0) HAVE 50% OF PETTY OFFICERS ASSIGNED AS PRIMARY DIVISION SAFETY PETTY OFFICERS ATTENDED THE SAFETY PROGRAMS AFLOAT COURSE (A-493-2099) OR THE AVIATION SAFETY SPECIALIST COURSE (A-493-0065) WITHIN 6 MONTHS OF ASSUMING THEIR DUTIES?

REF: OPNAVINST 5100.19 Series A0503.B

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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32. (A6D0) HAVE ALL PRIMARY DIVISION SAFETY PETTY OFFICERS COMPLETED THE DIVISION SAFETY PETTY OFFICER, WATCH STATION 301 OF THE SAFETY PROGRAMS AFLOAT WITHIN SIX MONTHS OF BEING ASSIGNED THESE DUTIES?

REF: AFLOAT SAFETY ADVISORY 2-14

OPNAVINST 5100.19 Series A0503.B

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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33. (A6E0) WAS DOCUMENTATION AVAILABLE TO SHOW THAT SAFETY AND OCCUPATIONAL HEALTH (SOH) INDOCTRINATION TRAINING WAS CONDUCTED AND INCLUDED AT A MINIMUM THE FOLLOWING TOPICS:
1. INTRODUCTION TO THE SOH PROGRAM, KEY PERSONNEL, CHAIN-OF-COMMAND.
  2. HAZARD IDENTIFICATION/RISK ASSESSMENT OF KNOWN HAZARDS (HEAT, NOISE, ASBESTOS, HAZMAT, ELECTRICAL SHOCKS, ETC.) AND ORM TECHNIQUES.
  3. SAFETY PRECAUTIONS AND STANDARDS.
  4. SAFETY, WARNING/CAUTION SIGNS, AND DECK MARKINGS.
  5. MISHAP PREVENTION AND REPORTING SAFETY HAZARDS.
  6. HAZMAT SPILL RESPONSE TRAINING TO INCLUDE REPORTING ONBOARD SHIP.
  7. OIL SPILL EMERGENCY RESPONSE TRAINING TO INCLUDE REPORTING ONBOARD SHIP.
- REF: OPNAVINST 5100.19 Series A0503.D

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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34. (A6F0) IS DOCUMENTATION AVAILABLE TO VERIFY THAT THE COMMAND HAD CONDUCTED AT LEAST ONE SAFETY STAND-DOWN WITHIN THE PAST YEAR?
- REF: OPNAVINST 5100.19 Series A0503.F

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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## 06. Traffic Safety

35. (B4B0) DOES THE SAFETY OFFICER COORDINATE WITH THE COMMAND'S TRAFFIC SAFETY COORDINATOR TO ENSURE THAT TRAFFIC SAFETY IS INCLUDED IN THE OVERALL SOH PROGRAM AND COMMAND CHECK-IN PROCESS?
- REF: OPNAVINST 5100.12 Series 6.J(6)  
OPNAVINST 5100.19 Series A0203.C(15)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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36. (B4C0) HAS A COMMAND TRAFFIC SAFETY PROGRAM BEEN ESTABLISHED? HAS A COMMAND TRAFFIC SAFETY COORDINATOR (TSC) AND MOTORCYCLE SAFETY REPRESENTATIVE (MSR) BEEN DESIGNATED IN WRITING BY THE COMMANDING OFFICER (LETTER OR COLLATERAL DUTY LIST)? NOTE: TSC AND MSR CAN BE THE SAME INDIVIDUAL.
- REF: OPNAVINST 5100.12 Series 6.J(1)  
OPNAVINST 5100.12 Series 6.J(16)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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37. (B4C1) HAS THE TRAFFIC SAFETY COORDINATOR (TSC) PROVIDED THE COMMANDING OFFICER WITH A QUARTERLY TRAFFIC SAFETY TRAINING STATUS REPORT? DOES THE REPORT INCLUDE THE FOLLOWING ITEMS?

- NAMES OF THOSE INDIVIDUALS WHO ARE REQUIRED BUT HAVE NOT COMPLETED TRAINING
- REASON(S) WHY TRAINING WAS NOT COMPLETED
- PROJECTED TRAINING COMPLETION DATE
- LIST OF INDIVIDUALS WHO WERE SCHEDULED FOR BUT FAILED TO ATTEND TRAINING (NO SHOW LIST).

REF: OPNAVINST 5100.12 Series 6.K (4)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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38. (B4C2) DOES THE MOTORCYCLE SAFETY REPRESENTATIVE (MSR) MAINTAIN CURRENT INFORMATION FOR THE COMMAND'S MOTORCYCLE RIDERS (WHETHER RIDING ON BASE OR OFF-BASE) TO INCLUDE THE FOLLOWING ITEMS:

- AN ACCURATE LISTING OF MOTORCYCLE RIDERS
- TYPE OF MOTORCYCLE RIDDEN OR OWNED
- STATE DRIVER'S LICENSE INFORMATION
- VEHICLE REGISTRATION
- PROOF OF INSURANCE
- BRC COMPLETION CARD, AND WHEN APPLICABLE, MILITARY SPORT BIKE RIDERS COURSE (MSRC) CARD AND EXPERIENCED RIDERS COURSE (ERC) CARD

REF: OPNAVINST 5100.12 Series 6.L (3)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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39. (B4D0) DOES THE MOTORCYCLE SAFETY REPRESENTATIVE (MSR) HAVE AN ACTIVE ESAMS ACCOUNT? NOTE: IF THE TRAFFIC SAFETY COORDINATOR (TSC) IS ALSO THE MSR, THEN HE/SHE SHOULD OBTAIN AN ESAMS ACCOUNT.

REF: OPNAVINST 5100.12 Series 6.K(1)  
OPNAVINST 5100.12 Series 6.L(1)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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40. (B4D1) IS DOCUMENTATION AVAILABLE TO SHOW THAT ALL MOTORCYCLE RIDERS, HAVE COMPLETED THE EXPERIENCE RIDER COURSE (ERC) OR THE MILITARY SPORT BIKE RIDER COURSE (MSRC) EVERY THREE YEARS? IS THERE A SYSTEM IN PLACE TO TRACK COMPLIANCE?

REF: OPNAVINST 5100.12 Series 12.E(5)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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41. (B4D3) HAS THE MOTORCYCLE SAFETY REPRESENTATIVE (MSR) PROVIDED THE COMMANDING OFFICER WITH A QUARTERLY MOTORCYCLE SAFETY TRAINING STATUS REPORT? DOES THE REPORT INCLUDE THE FOLLOWING ITEMS?  
-NAMES OF THOSE INDIVIDUALS WHO ARE REQUIRED BUT HAVE NOT COMPLETED TRAINING  
-REASON(S) WHY TRAINING WAS NOT COMPLETED  
-PROJECTED TRAINING COMPLETION DATE  
-LIST OF INDIVIDUALS WHO WERE SCHEDULED FOR BUT FAILED TO ATTEND TRAINING (NO SHOW LIST)  
REF: OPNAVINST 5100.12 Series 6.L (6)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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42. (B4D4) HAS THE COMMAND ESTABLISHED A MOTORCYCLE MENTORSHIP PROGRAM TO PROMOTE RIDER EDUCATION, SAFETY, AND TRAINING? IF SO, DOES THE MOTORCYCLE SAFETY REPRESENTATIVE (MSR) SERVE AS THE COMMAND MOTORCYCLE MENTORSHIP PROGRAM COORDINATOR?  
REF: OPNAVINST 5100.12 Series 6.J (17)  
OPNAVINST 5100.12 Series 6.L (6)

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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43. (B4E0) IS DOCUMENTATION AVAILABLE TO SHOW THAT ALL PERSONNEL CONVICTED OF A MOVING TRAFFIC VIOLATION OR WHO HAVE BEEN DETERMINED TO BE AT FAULT IN A TRAFFIC MISHAP WHILE ON BASE HAVE ATTENDED AN COMNAVSAFECEN APPROVED 8 HOUR DRIVER IMPROVMENT PROGRAM? IS THERE A SYSTEM IN PLACE TO TRACK COMPLIANCE?  
REF: OPNAVINST 5100.12 Series 8.C

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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44. (B4G0) IS DOCUMENTATION AVAILABLE TO SHOW THAT ALL MILITARY PERSONNEL AGE 25 AND UNDER HAVE RECEIVED AT LEAST 2 HOURS OF ANNUAL REFRESHER TRAFFIC SAFETY TRAINING? IS TRAINING PROPERLY DOCUMENTED (ESAMS, FLTMPs, NKO, ETC)?  
REF: OPNAVINST 5100.12 Series 8.A

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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## 07. Recreation and Off Duty Safety

45. (B5A0) DOES THE SAFETY OFFICER COORDINATE WITH THE COMMAND'S RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM MANAGER TO ENSURE THAT RODS IS INCLUDED IN THE OVERALL SOH PROGRAM AND BRIEFED AT COMMAND INDOCTRINATION?

REF: OPNAVINST 5100.19 Series A0203.C (15)

OPNAVINST 5100.25 Series 6.A

C R NA UA

☐ Repeat

☐ Significant

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46. (B5B0) DOES THE COMMAND HAVE A RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM? HAS A PROGRAM MANAGER BEEN DESIGNATED IN WRITING BY THE COMMANDING OFFICER (LETTER OR COLLATERAL DUTY LIST)?

REF: OPNAVINST 5100.25 Series 4.G (1)

OPNAVINST 5100.25 Series 4.G (2)

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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47. (B5B1) ARE RODS SAFETY BRIEFINGS (TO INCLUDE SEASONAL OFF-DUTY HAZARD AWARENESS) PROVIDED FOR ALL PERSONNEL PRIOR TO ANY FEDERAL HOLIDAYS, EXTENDED WEEKENDS, FOREIGN PORT VISITS, RETURNING FROM DEPLOYMENT, OR WHEN MISHAP EXPERIENCE WARRANTS ADDITIONAL TRAINING?

REF: OPNAVINST 5100.25 Series 6.B

OPNAVINST 5100.25 Series 6.C

C R NA UA

☐ Repeat

☐ Significant

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## 08. Operational Risk Management

48. (B6A0) DOES THE COMMAND HAVE AN OPERATIONAL RISK MANAGEMENT (ORM) INSTRUCTION OR POLICY? IS THE EXECUTIVE OFFICER DESIGNATED AS THE ORM PROGRAM MANAGER AND COMPLETED MANAGER DIRECTING YOUR COMMAND'S RISK MANAGEMENT TRAINING?

REF: ALSAFE 071/10

OPNAVINST 3500.39 Series 6.G (1)

OPNAVINST 3500.39 Series 6.G (2)

OPNAVINST 3500.39 Series 3.A

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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49. (B6B0) DOES THE COMMAND HAVE AT LEAST ONE OFFICER AND ONE SENIOR ENLISTED DESIGNATED AS ORM ASSISTANTS? HAVE THE ORM ASSISTANTS COMPLETED ONE OF THE FOLLOWING COURSES:

- ORM APPLICATION AND INTEGRATION COURSE
- SURFACE WARFARE OFFICER SCHOOL
- AVIATION SAFETY OFFICER COURSE
- AVIATION SAFETY COMMAND COURSE
- LEADING RISK MANAGEMENT INTERGRATION

REF: OPNAVINST 3500.39 Series 6.H (2)  
OPNAVINST 3500.39 Series 6.H (2) (A)  
OPNAVINST 3500.39 Series 3.A

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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50. (B6C0) DOES THE COMMAND SUPERVISORS (WCS, LPO, LCPO, DLCPO, DIVO, DEPARTMENT HEADS) COMPLETED SUPERVISOR - MANAGING YOUR TEAM'S RISK.

REF: ALSAFE 071/10  
OPNAVINST 3500.39 Series 3.A

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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51. (B6D0) HAS THE COMMAND ENSURE COMMAND INDIVIDUAL PERSONNEL COMPLETED - INDIVIDUAL - MANAGING YOUR RISK TRAINING.

REF: ALSAFE 071/10  
OPNAVINST 3500.39 Series 3.A

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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52. (B6E0) HAS THE SHIP CONDUCTED AN ORM PROGRAM EVALUATION USING THE OPNAV 3502/3 ORM PROGRAM ASSESSMENT SHEET AT LEAST ANNUALLY?

REF: OPNAVINST 3500.39 Series ENCL (4) para. 5

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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53. (B6F0) DOES THE SHIP MAINTAIN A LOG OF ORM PROGRAM AND EVOLUTION EVALUATIONS?

REF: OPNAVINST 3500.39 Series ENCL (4) para. 7

C R NA UA  
☐ Repeat  
☐ Significant  
☐ PMS

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54. (B6G0) DOES THE SHIP HAVE A DESIGNATED PMAP OFFICER?

REF: COMNAVAIRFORINST 5090.1

COMNAVSURFORINST 5090.1

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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55. (B6H0) DOES THE SHIP HAVE THE CURRENT VERSION OF PMAP  
SOFTWARE(2.0.2.0 or higher)?

REF: COMUSFLTFORCOM MSG DTG 011631ZMAR14

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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56. (B6I0) DOES THE SHIP MAINTAIN COPIES PMAP REPORTS SIGNED BY THE  
COMMANDING OFFICER FOR TWO YEARS?

REF: COMNAVAIRFORINST 5090.1

COMNAVSURFORINST 5090.1

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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57. (B6J0) WAS A DECK LOG ENTRY MADE NOTING PMAP WAS USED PRIOR TO THE  
START OF ANY SPECIFIC UNTI LEVEL TRAINING EXERCISES?

REF: COMNAVAIRFORINST 5090.1

COMNAVSURFORINST 5090.1

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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58. (B7A0) IS ORM APPLIED NOT ONLY TO OPERATIONAL MISSIONS, BUT AT THE  
DECK PLATE LEVEL FOR DAY TO DAY WORK UNIT OPERATIONS AS WELL?

REF: OPNAVINST 5100.19 Series A0402.C

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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## Safety Administration

COMMAND NAME:

LOCATION:

UIC:

DATE:

SURVEYOR(S):

NO. COMPLETE:

NO. REQ ACTION:

NOT APPLICABLE:

Q #	Question	Result				Sig	Rep	PMS
1	3GSA1A0	C	R	N	U			
2	3GSA1C0	C	R	N	U			
3	3GSA1D0	C	R	N	U			
4	3GSA1D1	C	R	N	U			
5	3GSA1D2	C	R	N	U			
6	3GSA1I0	C	R	N	U			
7	3GSA1K0	C	R	N	U			
8	3GSA1L0	C	R	N	U			
9	3GSA1N0	C	R	N	U			
10	3GSA1P0	C	R	N	U			
11	3GSA1Q0	C	R	N	U			
12	3GSA1R0	C	R	N	U			
13	3GSA1T0	C	R	N	U			
14	3GSA1U0	C	R	N	U			
15	3GSA2A0	C	R	N	U			
16	3GSA2A01	C	R	N	U			
17	3GSA2A1	C	R	N	U			
18	3GSA2A2	C	R	N	U			
19	3GSA2G1	C	R	N	U			
20	3GSA2H1	C	R	N	U			
21	3GSA3A1	C	R	N	U			
22	3GSA3B0	C	R	N	U			
23	3GSA3D0	C	R	N	U			
24	3GSA3D1	C	R	N	U			
25	3GSA3D2	C	R	N	U			
26	3GSA5A1	C	R	N	U			
27	3GSA5B2	C	R	N	U			
28	3GSA5D6	C	R	N	U			
29	3GSA6A0	C	R	N	U			
30	3GSA6B0	C	R	N	U			
31	3GSA6C0	C	R	N	U			
32	3GSA6D0	C	R	N	U			
33	3GSA6E0	C	R	N	U			



Q #	Question	Result				Sig	Rep	PMS
34	3GSA6F0	C	R	N	U			
35	3GSB4B0	C	R	N	U			
36	3GSB4C0	C	R	N	U			
37	3GSB4C1	C	R	N	U			
38	3GSB4C2	C	R	N	U			
39	3GSB4D0	C	R	N	U			
40	3GSB4D1	C	R	N	U			
41	3GSB4D3	C	R	N	U			
42	3GSB4D4	C	R	N	U			
43	3GSB4E0	C	R	N	U			
44	3GSB4G0	C	R	N	U			
45	3GSB5A0	C	R	N	U			
46	3GSB5B0	C	R	N	U			
47	3GSB5B1	C	R	N	U			
48	3GSB6A0	C	R	N	U			
49	3GSB6B0	C	R	N	U			
50	3GSB6C0	C	R	N	U			
51	3GSB6D0	C	R	N	U			
52	3GSB6E0	C	R	N	U			
53	3GSB6F0	C	R	N	U			
54	3GSB6G0	C	R	N	U			
55	3GSB6H0	C	R	N	U			
56	3GSB6I0	C	R	N	U			
57	3GSB6J0	C	R	N	U			
58	3GSB7A0	C	R	N	U			